Minnesota Department of Education

TO: Principals and Advanced Placement (AP) Program Coordinators

FROM: Angie Johnson, Supervisor
Minnesota Department of Education, Office of College and Career Success

DATE: January 27, 2014

SUBJECT: **ADVANCED PLACEMENT (Public and Non-public Schools) Summer Teacher Training, AP Scholarship and AP Exam Payment Information**

The Advanced Placement (AP) program provides opportunities for rigorous, challenging learning as part of the regular course offerings for public and non-public students in secondary schools. The Minnesota Legislature has appropriated $4.5 million dollars, to provide financial incentives to schools for student exam subsidies and teacher training for the Advanced Placement and International Baccalaureate programs.

Teacher Training

- Scholarships are available for public and non-public teachers attending in-depth summer AP training.
- Teachers attending training in Minnesota will receive a scholarship of **$500** for tuition and college credit, and an additional **$150** for room and board on campus.
- Summer training will be offered at Carleton College (June 24-27, July 8-11, 2014) and Augsburg College (June 17-20 and June 23-26, 2014). For registration information and deadlines view Carleton website or view Augsburg website.
- Out-of-state training will be funded up to **$900**, with approval of out-of-state scholarship application and submission of original expenditure receipts. **National AP Conferences are not included**.
- College Board sponsored, one-day regional trainings (AP and Pre-AP Classroom Strategies, Vertical Teaming and Instructional leadership) are provided at no charge to teachers or districts, visit the College Board website for approved sessions, dates and locations.

Teacher Training Scholarship Process

The following policies and procedures can assist individual teachers interested in attending AP training. Training sessions must be official AP courses provided by College Board-identified institutions. Scholarships are paid directly to the school district.

Augsburg and Carleton Training

The school or district will be responsible for the initial cost of the training. **The district will be reimbursed $500**, which includes tuition and college credit, and **$150 for room and board on campus**. Training costs will be reimbursed to the district once MDE receives confirmation from the participating summer training institute indicating participant attendance and Minnesota scholarship application on file.

Registration forms and teacher scholarship applications are available on the Augsburg and Carleton Websites.

View Augsburg Website (http://www.augsburg.edu/ecs/)

View Carleton Website (http://apps.carleton.edu/summer/)

To register and apply for a scholarship, follow these steps:

1. Complete and mail your Summer Institute Registration Form, along with the registration fee, to the college.
2. Complete the 2014 Augsburg or Carleton Teacher Scholarship Application—one per teacher.
3. Send the completed 2014 Augsburg or Carleton Teacher Scholarship Applications by **May 28, 2014**, to: Jacqui McKenzie, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Out-of-State Teacher Training Scholarship Process

A limited number of applicants will be funded up to **$900** for tuition, room, board and travel to attend out-of-state, in-depth training (**National AP Conferences are not included**). The school or district will be responsible for the initial cost of the training. Scholarships are paid directly to the school or district. Applications will be considered for the following reasons:

1. The AP course you need is not offered/available at Augsburg or Carleton Colleges;
2. the Augsburg or Carleton dates are a conflict for you; or,
3. teacher attended Augsburg or Carleton training in 2013.

To register and apply for an out-of-state training scholarship, follow these steps:

1. Complete the Registration Form from the institution offering the training and an MDE Out-of-State Scholarship Application and send both forms to MDE any time before **May 28, 2014.** You will receive an e-mail from MDE regarding your application within 5 days of receipt.
2. Send your completed Registration Form and payment to the training institution. Keep copies for your records.
3. **Within 10 days after completion of the course**, send copies of all receipts necessary to document your attendance and expenses of course completion through June 30, 2014 to MDE, so that reimbursement of expenses can be paid to your district. **Scholarship applications without proper documentation will not be reimbursed**. Send copies of all forms and supplemental materials to: Jacqui McKenzie, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Student AP Exam Fee Reimbursement

The Legislature has provided funding for payment of exam fees for both fee-reduced (low-income) and non-fee-reduced students. **To qualify for exam fee reimbursement for your students, each school must return the 2014 Advanced Placement Program Application (Cover and Budget sheet) to MDE by April 18, 2014**.

Exam subsidies are available for public and non-public school students. The state will reimburse **$53 per exam** for category one (fee-reduced, low-income) students and **$50 per exam** for exams taken by category two (non-fee-reduced) students. The College Board waives $28 per exam for all fee-reduced students and if schools also forego their $8 rebate, the state subsidy covers the entire cost of these exams. Schools will be invoiced $53 per category one exam.

The Minnesota Legislature has appropriated funds specifically for AP/IB teacher training and student exam fee reimbursements (Minn. Stat. § 120B.13). Schools or districts that elect to charge their non-fee-reduced students an additional amount for administration costs (e.g., proctors or facility rental) must indicate these charges clearly on fee statements to students and families, designating the College Board cost of the exam ($89), the amount reimbursed by the state ($53 per exam for category one (fee-reduced, low-income) students and $50 per exam for exams taken by category two (non-fee-reduced)) and any additional district charges, thereby clarifying for parents why AP exams cost more in some districts than in others. **Failure to do so may impact a district's reimbursement from the state.**

AP Exam Fees	Fee-reduced students	Non-fee-reduced students
Cost of Exam	$ 89	$ 89
College Board reduction	$ 28	$ 0
School rebate	$ 8	$ 8 (optional)
MDE reimbursement	$ 53	$ 50
Total Cost to Students	**$ 0**	**$31 or $39 (if school does not waive rebate)**

AP Coordinators: To qualify for exam fee reimbursement and/or teacher training, complete and return the Advanced Placement Program Application 2014 (cover and budget sheet), and scholarship form(s) – if applicable) to MDE by the dates indicated on each form. Send application forms to: Jacqui McKenzie, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Process Timeline: Schools or districts are responsible to pay the entire cost of exam fees to the College Board by June 15, 2014. The state will reimburse the district for exam costs once schools send the College Board's 2014 AP Exam Invoice: State Copy to Jacqui McKenzie, Minnesota Department of Education, 1500 Hwy 36 W, Roseville, MN 55113. **Invoices are due to MDE postmarked by June 16, 2014**.

Program Application Procedures

Please note the deadlines listed below. Schools are responsible for adhering to all deadlines in order to receive reimbursement for qualifying student exams.

March 28, 2014: View and complete the AP Exam Order Form, indicating number of fee-reduced and non-fee-reduced exams for your school.

April 18, 2014: Complete the Advanced Placement Program Application 2014 and send to: Jacqui McKenzie, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

May 2014: **Following the completion of exams**, fill in the "Option 1" oval on the student's answer sheet for **fee-reduced, category one students**. For **non-fee-reduced, category two students**, fill in the "Option 2" oval. AP exam materials must be returned before the close of the first business day after the school's last scheduled exam of a particular administration period (i.e., regular or alternate).

May 28, 2014: **Scholarship forms –** Out-of-state and in-state teacher training (Augsburg/Carleton) Scholarship Application Forms are due to MDE.

June 16, 2014: Complete the online 2014 AP Exam Invoice and send full payment for exams to the AP Program at Educational Testing Service. The invoice will have a section for calculating the Minnesota reimbursement.

To receive reimbursement, you must also send a copy of the 2014 AP Exam Invoice: State Copy, to: Jacqui McKenzie, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113.

Advanced Placement Program Contact Information

Questions about Advanced Placement program policy and development:

Angie Johnson, Supervisor – High School Initiatives, 651-582-8478, angie.johnson@state.mn.us

Questions about Advanced Placement program application, reimbursement processes, payments, scholarship forms, and clerical issues:

Jacqui McKenzie, AP Program Support, 651-582-8852, jacqui.mckenzie@state.mn.us

Advanced Placement Program Web Resources

Visit the MDE website (http://education.state.mn.us/) for copies of this program information.

Visit Ready Set Go MN website(http://readysetgo.state.mn.us/RSG/index.html) for lesson plans, test prep and college readiness information for students, parents and educators.

Visit the College Board website (http://apcentral.collegeboard.com/apc/Controller.jpf)for additional dates and specific ordering and test administration information.

Visit the Carleton website(http://apps.carleton.edu/summer) for registration information and to obtain a Minnesota Scholarship Application Form.

Visit the Augsburg website (http://www.augsburg.edu/ecs/) for registration information and to obtain a Minnesota Scholarship Application Form